

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** PLANS EXAMINER

**Date:** 9/1/06

**Position Level:** 11

**FLSA Status:** Exempt

**Class Code:** 11-4

### GENERAL DESCRIPTION

Primary function is to review all plans and specifications for compliance to the current building codes, land development regulations and floodplain regulations in keeping with Monroe County's mission, vision and values.

### KEY RESPONSIBILITIES


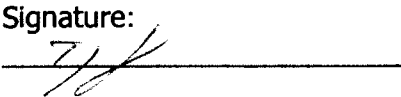

1. \*Perform plan review for compliance to all current codes.
2. \*Research product approvals, engineered specifications, and certifications from testing agencies.
3. \*Assist permitting staff, design professionals and community with code compliance.
4. \* Assist public in obtaining permits.
5. \*Input permit fees and plan review notes on computer.
6. \*Assist inspectors with code compliance as required.
7. \*Assist Building Officials as required.
8. \*Research applicable continuing education classes for staff.
9. Perform site visits as required.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> PLANS EXAMINER	<b>Class Code:</b> 11-4	<b>Position Level:</b> 11
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which routinely affect the assigned department and the community.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None. May be required to be on call during or after a natural disaster.
<i>Other:</i>	Must possess either a Standard Building Plan Examiner License issued by the State of Florida; or be able to obtain a Provisional Building Plan Examiner License within 90 days of date of employment and a Standard Building Plan Examiner License within one year.

APPROVALS		
<i>Department Head:</i>		
Name: <u>JOSEPH PASKALIK</u>	Signature: <u></u>	Date: <u>8-1-06</u>
<i>Division Director:</i>		
Name: <u>Ty Symrocki</u>	Signature: <u></u>	Date: <u>8/1/2-6</u>
<i>County Administrator:</i>		
Name: _____	Signature: <u></u>	Date: <u>9/21/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name:

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Signature:

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Date:

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